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**Advert for Bishop Bridgeman CE Primary School**

**Cleaner**

**Salary**: Grade B Point 3-4 - please note this will be pro-rata based on hours and term time plus 5

**Full Time:** 12.5 hours per week 3.30pm – 6pm

**Term of contract:** Permanent

The Governors of this successful and popular primary school invite applications for a Cleaning Operative to keep our school clean on a daily basis. Duties will include cleaning, buffing, sweeping, vacuum cleaning and other general domestic cleaning duties. You will receive the 24 days holiday. (Please be aware you do not get all school holidays and all holidays must be taken within the school holiday calendar.)

To fulfil this very rewarding and valuable role you will need:

* Experience of cleaning
* Patience, resilience and an ability to nurture;
* A calm, organised and flexible approach to team working;

We can offer:

* a caring and inclusive school with supportive, enthusiastic and dedicated school leaders and staff
* children who are polite and well mannered
* a commitment to high quality professional development
* the opportunity to work as part of an enthusiastic and dynamic team

Application forms and job descriptions can be obtained from the Greater Manchester Jobs Website. If you have any queries, please contact the School Office on 01204 333466.

**CLOSING DATE**: Please return completed forms to Mrs K Diggle, [digglek@archbishoptempletrust.co.uk](mailto:digglek@archbishoptempletrust.co.uk) by **NOON Friday 31st January 2025**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced Disclosure by the Disclosure and Barring service.*

**** Welcome to The Archbishop Temple Trust

Chief Executive, Canon Jill Pilling

A very warm welcome from The Archbishop Temple Trust. I am deeply proud of our schools, where each individual is welcomed, respected and loved. Our Trust was established on 1st August 2016. Our schools are happy, thriving environments where learning and individual successes are celebrated through our Trust values of faith, hope, love, trust and service.

I passionately believe that each of our schools, while maintaining their distinct character, community and identity, has greatly benefitted from the ethos of collaboration and support that as a Trust we provide. The schools in our Trust are, Bishop Bridgeman Church of England Primary School, St James Church of England Primary School and St Maxentius Church of England Primary School. They are situated in Bolton, each taking a role in their local clusters of schools. We have a very strong link with Manchester Diocese.

Curriculum development is key for providing excellent learning opportunities that enable our children to flourish. Staff from our schools work together to shape the curriculum, sharing good practice and tailoring experiences to meet the needs of individual school communities. We are committed to providing high quality training opportunities for all staff to ensure the very best quality of teaching and learning for every child within our Trust. I am delighted that all our schools are in line with or exceed national standards, due to the combination of high-quality teaching and learning, an engaging curriculum and a shared vision.

Our committed Trustees work closely with the immensely supportive Local Governing Boards and parents to determine the unique direction of each school, to make a difference in their local community.

**Great people……**

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you! For our part, we will provide excellent development opportunities, leadership training and the time to develop all of this so that you can be the best you can be.

Recruiting the right teachers and staff helps us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

* are excited by their role and by the prospect of working with young people, even those who are less well motivated;
* love the processes of learning and teaching and are keen to continually develop their own skills;
* recognise that teaching can be a demanding job but react positively to those demands with resilience;
* wish to make a real difference in the lives of others;
* will subscribe to the ethos of the Trust and ‘go above and beyond’ in terms of time and commitment to get the very best from our children;
* are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

**CPD and training**

Continual Professional Development is seen as a priority at all our schools. It is vital that staff have the time to further develop themselves and to stay abreast of changes within education, developing pedagogy and practice through innovative processes which are research based. We have a wide range of strategy groups that meet regularly, including Year2/6 and EYFS, SEND, Personal Development and Welfare, DSL, Curriculum and many more. These groups provide staff with support, sharing of knowledge and skills and a platform to develop leadership skills.

**Vision statement**

Archbishop Temple Trust is committed to improving the life chances of all children. We aim to develop a family of outstanding academies where world-class leaders and teachers put children at the heart of all they do.

**Values and Ethos**

Archbishop Temple Trust is founded in the values of Faith, Hope, Love, Trust and Service firmly rooted in the Christian faith.

Archbishop Temple Trust has been established within the Diocese of Manchester. The Trust is working to support all of its member academies and to develop the culture of mutual support and development. In the Diocesan context each school remains part of the broader family of schools. The commitment to developing a high-quality curriculum, delivered by highly trained staff, quality first teaching and sharing expertise is at the heart of the Trust’s vision and development.

**Aims and Objectives**

1. To enable autonomous outstanding academies within the Trust framework. We will achieve this by:

\* ensuring rapid progress to outstanding for all schools.

\* retaining and developing Christian distinctiveness and character of each academy.

\* welcoming all schools into the Trust and securing excellent outcomes for all schools.

\* providing stability and strength in governance and leadership.

\* encouraging innovation and sound decision making.

\* building capacity and resilience.

2. To be recognised as a Trust with outstanding learning opportunities. We will achieve this by:

\* raising aspirations to secure high levels of academic achievement.

\* providing a wide range of memorable learning opportunities.

\* ensuring equality of opportunity within a safe nurturing environment.

3. To maintain and develop rigorous Trust wide school improvement programmes to support staff and Governors in raising achievement. We will achieve this by:

\* ensuring effective Governance together with ambitious and determined leadership,

securing the best outcomes for our academy communities.

\* valuing committed, reflective, positive staff who challenge themselves to be creative

and take risks enabling outstanding performance.

\* developing leadership capacity within the Trust.

\* providing continual professional development and promoting a well-resourced, high

quality environment.

4. Every school in the Trust becomes the school of choice for parents, staff and Governors.

\* each academy is recognised as a centre of learning excellence, disseminating best

practice within and across the Trust.

\* become the employer of choice.

\* successful engagement with parents/ carers and the local community to support pupil

progress, well-being and achievement.

5. To establish a financial foundation to enable the Trust to fulfil its vision.

6. To promote the Trust’s core values at all times.

Canon Jill Pilling CEO

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***Archbishop Temple Trust is founded in the values of Faith, Hope, Love, Trust and Service firmly rooted in the Christian faith.***

Dear Applicant

Thank you for your interest in the current vacancy within the Trust.

We want to create an environment where *everyone* matters and *everyone* is involved in continuing to move the school forward. If you can work collaboratively, are emotionally intelligent and resilient, then Archbishop Temple Trust is a fantastic place to be.

All schools are judged as Good by Ofsted and have Good/Outstanding SIAMs Inspections. We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on the respective websites. We hope that you will find the details informative and of interest to you.  If there is anything else you would like to know please contact me.

If you have not been contacted within ten days of the closing date, please assume your application has been unsuccessful.  Whatever the outcome, we thank you for the interest shown.

Yours sincerely

**Mrs Nikki Patel**

**School Improvement Director**

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Job Description - Cleaner

# **Salary**

**Grade B Point 3-4**

# Line of responsibility

The Cleaner is directly responsible to the Headteacher/Site Manager.

# **Job content**

## **Strategic purpose**

* To undertake cleaning duties to the satisfaction of the line manager.

## **Operational responsibilities**

* Remove and replace furniture as required.
* Collect and take waste to a disposal point.
* Vacuum rooms
* Clean toilets, sinks and cloakrooms
* Mop and sweep floors in cloakroom and toilets
* Wipe tables
* Clean sinks in classrooms
* Clean staff toilets and mop floors
* Wipe window ledges
* Vacuum entrance hall/ foyer
* Any spot/emergency cleaning
* Undertake seasonal duties as required.
* Follow health and safety requirements as agreed.
* Comply with relevant regulations, rules and conditions.
* Undertake additional cleaning duties as required in emergencies. If additional hours are agreed, these will be paid for at the agreed overtime rate.

**Job description of Cleaners during holidays**

* Clean all rooms on a rolling programme including: -
* Scrub and polish floors
* Wipe dirty marks off walls and doors
* Polish shelves
* Wipe tops of units
* Dusting all surfaces

# **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

S/he shall be subject to all relevant statutory and institutional requirements.

To uphold the school's policy in respect of child protection matters.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff participate in the school’s performance appraisal systems

**PERSON SPECIFICATION**

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| --- | --- |
| **Department** | Bishop Bridgeman CE Primary School |
| **Job Title** | CLEANING OPERATIVE |

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| **STAGE ONE** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |

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| **MINIMUM ESSENTIAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
| 1. | Conscientious attitude towards work duties. | Application Form/Interview |
| 2. | Able to maintain a high standard of work. | Application Form/Interview |
| 3. | Sufficiently literate and numerate to cope with routine job documentation. | Application Form/Interview |
| 4. | Ability to work under own initiate and as a member of a team. | Application Form/Interview |
| 5. | Ability to accept and understand verbal and written communication. | Application Form/Interview |
| 6. | **Customer Care –** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. | Application Form/Interview |
| 7. | **Valuing Diversity** – Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage. | Application Form/Interview |
| 8. | **Developing Self and Others** - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others | Application Form/Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1 | Able to operate associated equipment | Application Form/Interview |

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| **3. Work Related Circumstances** | | |
| 1. | Able to work early mornings and late evenings | Application Form/Interview |

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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |

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| **Date Person Specification prepared/updated** | 2025 |
| **Person Specification prepared by** | Michael Lonsdale |

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**How to apply**

We hope that you have enjoyed reading about the Archbishop Temple Trust and our school and that you will feel able to apply for this post.

Please complete the **downloadable** **application form.** Please do not send CVs or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

Please also write **a letter of no more than two sides of A4** to explain why you want to work within our Trust, why you are the best candidate for the post and what you would contribute to our schools, with examples from your recent work if possible.

Please let us have both the supporting letter and the application form by **noon** on **Friday 31st January 2025** as we will not be able to consider applications received after that.

In accordance with the Data Protection Act, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful.

If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out an enhanced DBS and declaration of health check. References will also be required in line with Keeping Children Safe in Education 2019.







Bishop Bridgeman is a special place where “we work, we play, we care and we pray…”

At Bishop Bridgeman, we aim to inspire minds. The primary years are the most important in a child’s life and are certainly the most exciting. The sense of wonder and discovery children experience as they start their learning journey here is a privilege to observe and to be a part of.

The school is a friendly, happy place, buzzing with activity and positive energy. The atmosphere within school is very supportive and purposeful, which is what underpins our pupils’ successes and enables them to find their unique talents and strengths.

Our staff are committed to developing in each pupil a love of learning and developing the skills and values to support their all-round development. This allows them to make a positive contribution to the school community and become responsible members of society.

Providing our children with the very best education possible is our primary aim. Staff provide our children with exciting opportunities, enabling them to grow into confident young people. Giving them the life skills to succeed in whatever they choose to do makes me proud, of not only our children, but the staff who go over and beyond to make Bishop Bridgeman a special place.

The school works closely with a dedicated team of governors and executive leaders, as well as parents, who challenge and support the school to be the best it can be. Bishop Bridgeman is an Academy within the Archbishop Temple Trust. We work as part of a family of schools to raise standards and to enable children to achieve and surpass their potential. Together we ensure children are given the educational opportunity of a lifetime.

Mr Mike Lonsdale

Headteacher